

OPEN SHRED DAY

INSTALLATION DESTRUCTION FACILITY, JBLM

DO YOU HAVE PERSONNALLY IDENTIFIABLE INFORMATION AT HOME THAT NEEDS SHREDDED TO PROTECT YOUR IDENTITY?

Come shred them at the Installation Destruction Facility during Open Shred Day! Our high capacity shredders can shred your documents to help protect your identity.

What type of information can I bring during Open Shred?

We allow documents, CD's, or old floppies that contain Personally Identifiable Information (PII). Some examples of PII are Social Security Numbers, Bank Statements, Medical Records, Job Applications, Loan Applications, old Tax Documents etc. Any document that contains PII that could be used to steal your identity is authorized to shred during Open Shred Day.

What can I not bring to Open Shred?

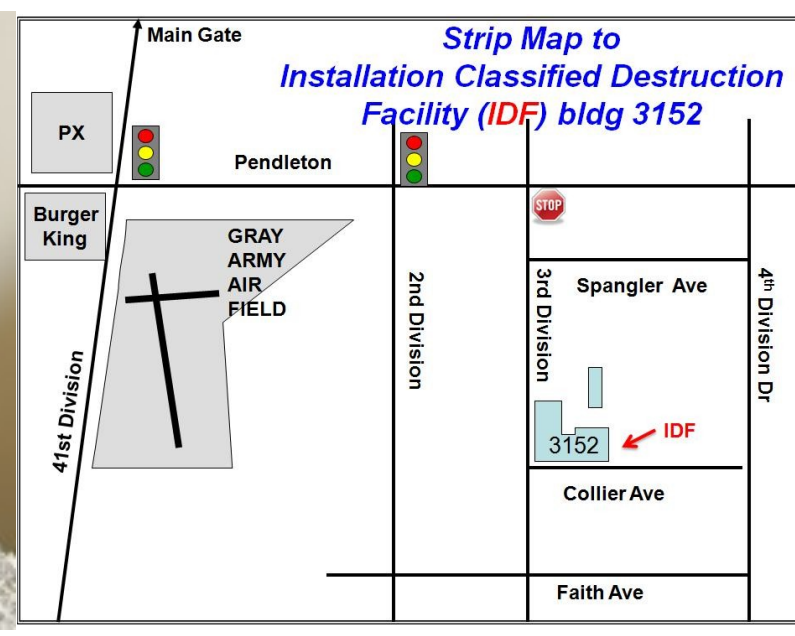
Please do not bring envelopes that have an address on it, junk mail or advertisements because this type of information does not fall under PII requirements. We also request that you do not bring any Children to Open Shred due to safety requirements.

Rules

- **Each individual is allowed a Max of (2) Printer paper size boxes per person for shred**
- **Individuals must be prepared prior to arrival: Remove documents from binders, large clips and any other items that can't be shredded.**
- **First Come First Serve so please be prepared**

**** Official Government Documentation is not Authorized during open Shred. Units / Organizations on JBLM are required to make appointments for Official Shred. Please review our website below on how to make an appointment.**

Website: <http://www.lewis-mcchord.army.mil/DPTMS/security/destruction.htm>



OPEN SHRED DAYS **FY 2014**

First Friday of Each Month except for January and July

03 October 2014

07 November 2014

05 December 2014

09 January 2015

06 February 2015

06 March 2015

03 April 2015

01 May 2015

05 June 2015

10 July 2015

07 August 2015

04 September 2015

Time:

0800 to 1100

The doors to the facility will close at 1100 to allow individuals who are currently shredding to finish so the machines can be shut down at 1130.

Bldg 3152B, Corner of Collier Ave and 3rd Div Drive

**Soldiers,
Civilians,
Families
Welcome..**